Michael T. Weekes & Assoc. LLC
Business Consulting.Income Tax

It's that time of the year…time to start thinking about taxes. Next to going to the dentist, a topic no one wants to talk about. Let's help to take the mystery out of you tax filing. We aim to help our clients to make the tax filing process as easy as possible. The best way to prepare for tax filing is to make sure that you have all the paperwork and information needed. **Here is a list of the top 10 things your preparer suggests you bring to you tax appointment.**

1. **Prior year's tax return** - typically if you are a new client this helps to ensure that your records are consistent…also preparer might be able to find credits or deductions previously missed.
2. **Personal and Dependent identification information –** Bring social security numbers, ITINS, and dates of birth, State Issued ID.
3. **Wage and Earning Statements – Did you make money last year? We need to document it!**
   - Form W-2, W-2G and 1099s from all employers and payers
   - Self-Employment business income and expenses (Forms 1099-Misc & 1099K)
   - Records of job-related expenses (unreimbursed)
   - Social Security, Retirement Income, Unemployment
   - Interest and dividend income
   - Rental Income
   - Any and all other types of income received during tax year
4. **Expense Records** - **Gather records for the following types of expenses.**
   - Mortgage Interest statements – Form 1098
   - Records of personal and property taxes paid
   - Records of any city/municipality taxes paid
   - Medical, eye and dental expenses
   - Receipts for cash and non-cash charitable donations. Tuition and Education fees paid, Student Loan Interest paid
   - Day Care paid to a provider – Provider must give you their EIN or SS number.
   - Job hunting expenses…moving expenses related job

5. **Health Insurance Documents**
   - Health Insurance Marketplace Statement (Form 1095-A)
   - Health Coverage Statement Statements from your Insurer or Employer (Form 1095-B/1095-C)
6. **IRA Information**
   - Amount of 2018 contributions
   - Value of IRA's as of Dec. 31 2018
7. **Business Expense receipts**
   - Mileage
   - Travel, Meals and Lodging Expenses
   - Records of education expenses paid
   - Parking and tolls
   - Home Office information
8. **Bank Information** – If you want to have your refund by direct deposit, or balance due drawn from your account, you need to provide proof of the bank's ABA# and your account number.
9. **If you were affected by a disaster**
   - There are applicable deduction if you were affected by a federally declared disaster.
   - Records of property loss.
   - Records of building/repair costs
   - Insurance reimbursement/claims to be paid
   - FEMA assistance information
10. **Business Use of Home Information** – Do you operate your business from home?
    - Square foot calculation of the area used for business
    - The date you started using the space
    - Original price of the property
    - Your total home expenses (utilities, association fees, maintenance, etc.)
    - Record of any major home improvements, and direct office expenses (repairs, business phone, internet, etc.)

Take care in gathering the pertinent information and call to make an appointment over the phone @ 678 726-9120 or visit us at https://mweekesconsulting.com

Important: Starting with Tax Year 2018 (Jan. – Dec, 2018) Tax Return filing requirements have changed due to Tax Reform